

Roster Verification Issues (Action Steps)

In an effort to improve the roster verification experience, **NCDPI** and **EVAAS** technical support staff need to make you aware of two potential issues during roster verification:

- A. Teachers have not received their roster verification access.
- B. Teachers cannot find certain students.

If you have experienced either of these issues, please refer to the appropriate procedure below to remedy the situation.

SOLUTION #A

Teachers have not received their roster verification access.

If a teacher has not received the email for Roster Verification and needs access, the School Administrator will need to complete the following steps:

Please note: In order for a teacher to access Roster Verification, they need to be listed in 2 PLACES in EVAAS:

- (1) Roster Verification Summary Report,
- (2) As a current EVAAS account holder.

Follow these steps to ensure teachers are listed in both of these places:

First, verify the teacher is listed in Roster Verification:

- 1) Navigate to **Roster Verification Summary** and click **Manage List**
- 2) Verify the **teacher** is listed here, and the **name & UID** are accurate

Second, verify the teacher is listed has a current EVAAS account:

- 3) Click on the **ADMIN** link in the top right corner of the screen
- 4) **EITHER locate** the teacher in the list of current accounts
OR click **Create New User**
- 5) Modify/Enter the **teacher's name & UID**
(EXACTLY as it appears in Roster Verification) and their email address
- 6) Check to include Individual Teacher Value Added **ONLY**
if this teacher has this report from last year. Otherwise, check No Teacher Reports
- 7) Click **Next**
- 8) You **MUST** assign **SCHOOL REPORTS**
- 9) You may also want to include **Student Reports**
- 10) Finish creating the account

PLEASE NOTE: The teacher's Roster Verification access will be available THE NEXT BUSINESS DAY.

SOLUTION #B

Teachers cannot find certain students.

FIRST: Please wait until next week, and try again!

A number of teachers have experienced some difficulty in **searching** for and **adding students** to their **rosters**. **Two adjustments will make this easier:**

- (1) The inclusion of current & fall semester enrollment information
- (2) The expanded ability to search for students across your school district.

By Friday 5/3, these enhancements should help teachers locate a larger number of students. With that in mind, if teachers have already searched for students unsuccessfully, we ask that they try again.

To find and add students to a roster, a teacher will need to:

- 1) **Navigate** to an **existing roster**
- 2) Click **Add Student**
- 3) Type in the first few letters of the student's last name
- 4) You can leave the Student ID blank (this information is not necessary)
- 5) Click **Submit**
- 6) Locate the student in the list of returned students
- 7) Click the **test name**
- 8) Click **Add Selected Students**

Note: If looking for a large quantity of students, leave all fields blank, and simply choose your school and grade (this option will be available by Friday 5/3). Then click **Submit**.

Please be aware that despite these updates, there will still be cases where a student cannot be found in the data, **AFTER Friday 5/3. At this point you may discontinue your search**

Note: The search parameters are limited to the students enrolled within your district based on the NCWISE data submitted by NCDPI on March 22nd. Students enrolled in your school **AFTER** March 22nd, which you cannot locate in EVAAS, will not be included in Roster Verification for this school year.

In addition, NCDPI has provided this clarification: There are some cases where you will not be able to find a student to add onto your roster. In general, roster verification should be completed for all students on a teacher's roster, even if the student was not enrolled for 140 days in a yearlong calendar or 70 days in a semester calendar. If a teacher has taught a student during the year who is no longer with them and is not appearing on their roster, the teacher should try to add the student to their roster. **If the student does not appear in the search AFTER Friday 5/3, then the teacher does not need to include the student on their roster.**